



ST HELENS COLLEGE CORPORATION

RE-SCHEDULED MEETING OF THE CORPORATION HELD at 3.30 PM ON WEDNESDAY 15 JULY 2015 IN THE BOARD ROOM, TOWN CENTRE CAMPUS

OPEN MINUTES

MEMBERSHIP:

*	Mrs E Brocklehurst	*	Dr J Burford
*	Ms D Charnock	*	Mr R Clarke (Chair)
*	Mrs S Jee	*	Mr N Hall
*	Mrs J Heap		Prof A McLean
	Mr J Middlehurst		Cllr S Murphy
*	Mr D Rider	*	Mr P Round
*	Mr K Sanderson	*	Mr N Shore
	Ms S Taylor		
	2 External Vacancies		

* Denotes Member Present

IN ATTENDANCE:

Mr R Molloy, Deputy Principal (meeting only)

Mrs V Roberts, Vice Principal (meeting only - up to Minute Number 2896)

Mr J Hays, Director of HR (for Governor Development session only)

Mrs J Callaghan, Director of Customer Relations and Marketing (meeting only - up to Minute Number 2864)

Mrs C Jones, Clerk to the Corporation

GOVERNOR DEVELOPMENT: The meeting was preceded at 3.30 pm with a well-received in-house Governor Development session relating to Equality and Diversity, delivered by Mr J Hays, Director of HR. The correlation between the Equality and Diversity and the Safeguarding agendas was particularly highlighted. The Prevent/British Values duties have been the topics of recent CPD events throughout the College, which included some Governors. Links have been developed with all appropriate agencies and from September 2015, this will start to be embedded within the curriculum. The Staff Governor added that the CPD has been well-received by staff. The College's monitoring procedures to support the requirements of the Equality Act 2010 were summarised, with no significant issues identified, and faith and religion monitoring has been identified as two areas for further consideration through the College's Equality and Diversity Committee which would enhance the current Equality and Diversity monitoring processes.

The recent legislation changes in relation to Equality and Diversity were summarised as follows:

- Shared parental leave
- Flexible working regulations
- Partners to attend ante-natal classes
- Holiday pay ruling
- Gender pay gap analysis.

The current College initiatives were summarised as follows:

- Anti-bullying/student ambassadors.
- TootToot – an on-line reporting tool for reporting incidents of bullying.
- Thematic groups.
- ‘Colours of the World’ – a major student cross curriculum project.
- Graffiti/Street Wall Art.
- Review of policies and data collection/monitoring.

Mr J Hays left the meeting at this point and was thanked for his presentation.

2890 DECLARATIONS OF INTEREST

There were no declarations of interest notified.

2891 APOLOGIES FOR ABSENCE

Apologies for absence were received from Prof A McLean, Mr J Middlehurst, Cllr S Murphy and Ms S Taylor.

2892 NOTIFICATION OF URGENT BUSINESS

There were no items of urgent business notified.

2893 MINUTES OF THE PREVIOUS CORPORATION MEETINGS:

2893.1

19 May 2015

It was **RESOLVED** that the open and confidential minutes of the previous meeting held on 19 May 2015 be **agreed** and signed as a correct record.

2893.2

12 June 2015

It was **RESOLVED** that the open and confidential minutes of the previous meeting held on 12 June 2015 be **agreed** and signed as a correct record , subject to the following adjustment:
Apologies for absence should have been recorded from
Mr K Sanderson.

2894 MATTERS ARISING

2894.1

19 May 2015

There were no matters arising from the above Minutes

2894.2

12 June 2015

There were no matters arising from the above Minutes.

STRATEGIC ITEMS:

2895 SUMMARY OF CURRICULUM PLANNING AGAINST STRATEGIC PRIORITIES AND LMI

Mrs V Roberts, Vice Principal, presented a report which updated the Corporation on current developments of the curriculum offer across all funding streams.

It was reported that the full benefits of the HE curriculum review would not be felt until September 2016, although a number of new courses would run from September 2015.

Following a question from the Corporation, it was confirmed that a separate financial modelling of the higher apprenticeship frameworks was currently underway with a view to enhancing this curriculum portfolio.

The Principal added that this had been a year of curriculum planning in order to meet LEP, employer, community and individual needs. Following a question from the Corporation about whether the plans in respect of enrolments were aspirational or realistic, it was confirmed that the predictions were in some cases based on known demand and in other cases based on labour market statistics only. The Principal added that there was a close correlation against LMI as identified as part of last year's strategic planning processes. It was also noted that the presented report also does not reflect the separate full cost employer-led training delivered within the Business Development Unit.

The report relating to curriculum planning progress report was accepted by the Corporation as part of a continuous cycle of curriculum review and development.

Ms V Roberts left the meeting at this point.

2896 DRAFT CORPORATE PRIORITIES FOR 2015/16 AND BEYOND

The Principal presented the draft Corporate Priorities for 2015/16 and beyond, as part of the strategic planning process.

The Principal proposed the following additions to the Corporate Priorities:

- Addition to CP7: Extend the higher technical and professional provision tailored to meet the employer needs of “the Northern Powerhouse” and
- CP14: Explore the options of becoming an Institute of Technology – the Corporation discussed this option, and noted that this development could materialise by invitation only.

After discussion, it was **RESOLVED** by the Corporation, that the Corporate Priorities for 2015/16 and beyond be approved as presented, including the two additional proposals as detailed above.

2897 FE COMMISSIONER'S LETTER: 11 JUNE 2015

Following earlier circulation to Governors, the Chair presented the FE Commissioner's Letter from 11 June 2015 for further discussion by the Corporation. This communication gave a very public directive relating to the future of the FE sector, which was highly supported by the Corporation.

2898 DBIS PUBLICATION: CURRENT MODELS OF COLLABORATION

Following earlier circulation to Governors, the Chair presented the DBIS Publication 'Current Models of Collaboration', which was noted by the Corporation as a useful reference source and which linked closely to the FE Commissioner's recommendations.

2899 OFSTED REPORT: THE FUTURE OF EDUCATION INSPECTION: UNDERSTANDING THE CHANGES

Following earlier circulation to Governors, the Chair presented the OFSTED report 'The Future of Education Inspection: Understanding the Changes' which was noted by the Corporation. From September, schools and FE and skills providers that were judged 'Good' at their most recent inspection will receive a short inspection approximately every 3 years. This may convert to a full inspection should HMI be unable to gather sufficient evidence that the provider remains good, or they have concerns or if the College had improved significantly and may be able to achieve a Grade 1.

The Chair particularly highlighted the new judgement 'personal development, behaviour and welfare', and added that there would be more emphasis on the effectiveness of leadership and management. It was **agreed** that continuing the journey from 'Good' to 'Outstanding' should remain the key objective for the College.

PERFORMANCE MONITORING ITEMS:

2900 LEARNER PERFORMANCE REPORT

The Principal presented the latest Learner Performance report and it was noted that this report had also been reviewed at the last meetings of the Resources Committee.

The issue of student withdrawals had been discussed by the Standards and Curriculum and Resources Committees, at which the Principal had agreed that a more comprehensive analysis was required to determine how best to improve retention further. An internal working group would be established to take this issue forward.

Following a question raised at Resources Committee about the recent drop in 19+ headline success rates, the response was that this was due to the new reporting methodology being in line with WPL. Student numbers for success rates were requested to be included in future reports in order to assess whether the changes were a cause for concern.

ACTION: Colette Lascelles to include student numbers for success rates in future Learner Performance reports

The Learner Performance report was accepted by the Corporation.

2901 2014/15 SUCCESS RATE ESTIMATE

The Principal reported the latest predicted success rates as follows, with a health warning provided, particularly in relation to functional skills:

- 16-18s (including functional skills): 80% (83% 2013/14)
- Adults (including functional skills): 87% (87% 2013/14)

The Principal added that the impact of the changes in functional skills was being felt by GFE colleges across the country and was likely to affect the national rates.

The Corporation accepted the estimated success rate report for 2014/15 as presented, particularly noting the health warning applied to the above statistics.

2902 APPLICATIONS UPDATE REPORT

The Director of Customer Relations and Marketing presented a report which provided an overview on the current 2015/16 admissions position for all audience groups. The numbers of applications and acceptances in relation to the 14-16 and 'A level Academies were particularly discussed by the Corporation. It was noted that Higher Education applications were currently approximately the same as last year, with further acceptances being made, and some areas of growth identified. 16-18 classroom based applications have reduced compared to the previous year, but the 16-18 applications for apprenticeships and traineeships were up, and the shift in the demographics of the applications received was noted, with no particular areas of concern identified. An improved process would be applied to the traineeship and apprenticeship applications, in order to maximise recruitment. Targets have been agreed to reach out-of-borough schools as well as supporting the local community.

The Corporation noted the current position with regard to the links with schools and accepted that work continued on gaining access to as many student groups as possible.

The applications update report was accepted by the Corporation

Mrs J Callaghan left the meeting at this point

2903 THE SUTTON ACADEMY: PROGRESS REPORT

The Principal presented a report which informed the Corporation of the latest developments in respect of The Sutton Academy. The topics in this report were based on the Academy's risk register and include all topics with a risk score of 4 or above except for business continuity issues such as fire and power failure.

The positive report following the DfE visit held on 31 March 2015, and the positive report following the School Improvement Board meeting held on 18 June 2015, were both noted by the Corporation.

The Sutton Academy progress report was accepted by the Corporation, with no further information requested by the Corporation prior to the August examination results.

2904 TERMLY FEEDBACK REPORTS FROM LINK GOVERNORS RELATING TO SAFEGUARDING AND EQUALITY AND DIVERSITY

Mr N Hall and Ms D Charnock presented the Equality and Diversity and Safeguarding feedback report, which focused primarily on providing details of the progress made in relation to CPD to embed the statutory 'Prevent' duty throughout the College. Ms Charnock reported that the DBIS Regional co-ordinators' development session on Prevent had been well-received by staff and Governors, with the messages about the risks of 'grooming' from those sessions clearly received.

Mr Hall reported that the Director of HR and himself, as the Safeguarding link Governor, were both members of the Local Safeguarding Board. Mr Hall commended the on-line training relating to Prevent to all Governors.

The Corporation accepted the feedback report relating to Equality and Diversity and Safeguarding as presented.

FINANCE AND RESOURCES ITEMS:

2905 2015-16 DRAFT BUDGET AND 3-YEAR FINANCIAL PLAN 2015-2018

The Deputy Principal (Finance, Estates and ICT) presented the proposed 2015/16 College Business Plan (BP), which highlighted the risks and opportunities contained therein, and also which forecasted an additional 2 years as required by the SFA forecasting process.

The report outlined the planning process, key assumptions taken to achieve the proposed budget and forecast which were summarised. The risks and opportunities identified to support the plan were also summarised.

The staffing costs were highlighted, particularly with regard to the changes in Teachers' pension and NI costs, which have impacted significantly on the budget and it was noted that some internal cost efficiencies have been made, with the details summarised. The planned capital expenditure programme was noted as being quite low at £257k, and which included £57k capital grant from HEFCE.

The College's loan facility was highlighted with the position significantly improving towards the 2015 year-end. It was noted that this was higher than the FE Commissioner's directive in relation to loan facilities. The planned surplus position going forward over the next three years was noted by the Committee.

It was **RESOLVED** that the 2015-16 draft Budget and 3-year Financial Plan 2015-2018 be approved by the Corporation, as accepted and recommended for approval by the Resources Committee at the meeting held on 3 July 2015.

2906 MANAGEMENT ACCOUNTS: MAY 2015

The Deputy Principal (Finance, Estates and ICT) presented the Management Accounts to 31 May 2015.

It was reported that the College had a deficit of £127k for the month of May, which was £151k behind the business plan for the same period. This brought the year to date results to a surplus of £112k, although this was a negative variance of £363k against budget.

The variance from the planned surplus was a result of the negative variances in income of £329k, and a negative variance on overall expenditure of £34k, which was detailed in the presented commentary.

The Principal added that the College had been selected for a full SFA/EFA Audit to be undertaken at the beginning of September 2015, with full preparations underway. A preliminary meeting had been scheduled with the auditor in August 2015.

It was **RESOLVED** by the Corporation that the Management Accounts to 31 May 2015 be approved, as accepted and recommended for approval by the Resources Committee at the meeting held on 3 July 2015.

2907 ESTATES UPDATE REPORT

The Deputy Principal (Finance, Estates and ICT) presented an Estates Update Report, as follows:

- The Technology Centre Capital Programme phase 7 was almost complete, which involved the dining area and outside courtyard area and the MOT bay in the Motor Vehicle Department. Phase 8, involving the new entrance and library resource area, was proposed to commence with John Turners, following a single source procurement process, as previously agreed by the Corporation at the meeting held on 19 May 2015. Good references had been received from another college. The financial position was summarised.
- The Town Centre Library capital development was currently being costed, following the release of the Gamble Education Charity Trust funding, with detailed plans to be presented to the Corporation for approval, with a view to the associated work commencing in the Autumn Term.
- Work had commenced on the development of the listed building, with the Heart of Glass project now in situ in the former College post room which had been relocated. Plans to open the SkB listed building as part of the national heritage days in September were progressing.
- Phase 2 of a joint logistics bid with Knowsley Community College was proposed to be submitted early August 2015 following a successful phase 1 bidding process. The Logistics Centre would be based at Langtree Street in St Helens.
- It was proposed that an equipment bid be made to the LEP.
- The College proposed entering into discussions to assess the viability of an Advanced Manufacturing bid.

It was **RESOLVED** by the Corporation that the Technology Centre Capital Programme should continue, with John Turners to be appointed as the new contractor, with advice to be sought from Turner and Townsend on costs.

It was **RESOLVED** by the Corporation that the joint Logistics Academy bid with Knowsley Community College should proceed.

It was also **RESOLVED** that the LEP equipment bid should progress, and that the College should enter into discussions to assess the viability of an Advanced Manufacturing bid.

GOVERNANCE ITEMS:

2908 RETIREMENT AND VOTE OF THANKS TO TWO STUDENT GOVERNORS

The Corporation noted the retirement of the Student Council President/Student Governor and the Student Union President/Student Governor, as their one-year term-of-office was coming to an end. A vote of thanks was extended to Ms S Taylor (in her absence) and Mr D Rider for their contributions to the work of the Corporation and to the College Student Council throughout 2014/5 and the Corporation wished them both every success for the future.

The recent qualification successes relating to both student Governors were particularly congratulated by the Corporation. Mr Rider reported that he had enjoyed the role of Student Governor and had enjoyed contributing to the work of the Corporation.

2909 APPOINTMENT OF INTERNAL AUDITORS

The Acting Chair of the Audit Committee reported that, following a full tendering and recruitment process, at which 4 providers had made presentations to members of the Audit Committee, it was recommended that ICCA be appointed as the College's Internal Audit Providers.

It was **RESOLVED** by the Corporation that the recommendation from the Audit Committee to appoint ICCA as the College's Internal Audit Providers be accepted.

2910 PROPOSED GOVERNOR DEVELOPMENT SCHEDULE 2015/16

The Corporation approved the Governor Development Schedule for 2015/16, as recommended by the Search and Governance Committee at today's earlier meeting.

The Clerk would also be holding the Governor one-to-one meetings over the summer period, at which any individual Governor Development needs would also be identified.

2911 PROPOSED SELF-ASSESSMENT OF GOVERNANCE QUESTIONNAIRE 2014/15

The Corporation approved the Governance SAR questionnaire for 2014/15, which was primarily based on the 'outstanding' characteristics for the Effectiveness of Leadership and management as contained in the Handbook for the Inspection of Further Education and Skills (updated January 2015), as recommended by the Search and Governance Committee at today's earlier meeting.

It was **agreed** that the questionnaire would be populated with evidence by the Executive/Clerk and circulated to Governors for comment before formal presentation of the draft report to the Corporation at the next meeting.

Governors would also participate in the individual self-evaluation exercise which would be undertaken through the one-to-one meetings with the Clerk.

ACTION: Clerk to circulate the draft Governance SAR report to Governors once populated with evidence to support the questionnaire

COMMITTEE MINUTES:

2912 MINUTES OF THE COMMITTEES OF THE CORPORATION AND MATTERS ARISING

2912.1 Search and Governance Committee: 15 July 2015

The Corporation accepted the following recommendations from the Search and Governance Committee:

- The re-appointment of Mr P Christian as an Externally Co-opted member of the Audit Committee.

- The appointment of Mr N Shore as a Member of the Audit Committee.
- The confirmed continuation of Cllr S Murphy as the Local Authority nominated Governor.
- The introduction of tele-conferencing in relation to Governors attending meetings in exceptional circumstances, which would be included in the Standing Orders at the next review but would take place with immediate effect.

The Minutes of the above meeting would be presented at the next Corporation meeting for acceptance.

2912.2

Resources Committee: 13 May 2015

It was **RESOLVED** by the Corporation that the open and Confidential Minutes of the above meeting be accepted.

2912.3

Resources Committee: 12 June 2015

It was **RESOLVED** by the Corporation that the open and Confidential Minutes of the above meeting be accepted.

2912.4

Resources Committee: 3 July 2015 (Draft)

It was **RESOLVED** by the Corporation that the Minutes of the above meeting be accepted.

2912.5

Standards and Curriculum Committee: 11 May 2015

Minute 790 p2 – Committee's Terms of Reference: Proposed change of quoracy arrangements

It was **RESOLVED** by the Corporation that the quoracy for the Standards and Curriculum Committee to reduced from 4 to 3 Members, 2 of whom should be Members of the Corporation, as recommended by the Committee.

It was **RESOLVED** by the Corporation that the Minutes of the above meeting be accepted.

2912.6

Standards and Curriculum Committee: 8 June 2015 (Draft)

It was **RESOLVED** by the Corporation that the Minutes of the above meeting be accepted.

2912.7

Audit Committee: Re-scheduled meeting: 13 July 2015 (Draft)

It was **RESOLVED** by the Corporation that the Minutes of the above meeting be accepted.

INFORMATION ITEM:

2913 SENIOR LEADERSHIP TEAM REPORT

The Principal presented the Senior Leadership Team report for the information of Governors.

It was noted that the Access Agreement has been approved by the Office of Fair Access which meant that the College would be able to charge HE fees above £6000 pa. It was also reported that the FE Commissioner is to become involved in area-reviews, with the details not yet known.

The Senior Leadership Team report was accepted by the Corporation as presented.

2914 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 2892 ABOVE)

There were no items of urgent business notified.

2915 DATE AND TIME OF NEXT MEETING: 4.00 pm on Monday 28 September 2015
(to be preceded by a Governor Development Session from the SFA on the new performance measures– time to be advised).